



COMPLIANCE & INVESTIGATIONS POLICY #800-03
RANDOM INSPECTIONS OF BOARD FOR BARBERS & COSMETOLOGY
LICENSEES

Effective Date: July 9, 2009

Approved By:

I. PURPOSE: The purpose of this policy is to document the manner in which Board for Barbers and Cosmetology licensees shall be selected for inspection.

II. POLICY STATEMENT: A random selection methodology shall be used to identify Board for Barbers and Cosmetology licensees for inspection.

III. DEFINITIONS:

- DOI Director of Investigation for the Compliance and Investigations Division
- Salon/Shop For the purposes of this policy, applies to the following Board for Barbers and Cosmetology licensees: barbershops, barber schools, cosmetology salons, cosmetology schools, nail salons, nail schools, hair braiding salons, hair braiding schools, waxing salons, waxing schools, body piercing salons, body piercing schools, tattoo parlors, tattoo schools, esthetics spas, and esthetics schools.

IV. RELATED DOCUMENTS: N/A

V. GENERAL PROVISIONS:

A. SELECTION

Licensees within the Board for Barbers and Cosmetology shall be randomly selected for inspection.

B. METHODOLOGY

1. The Executive Director for the Board for Barbers and Cosmetology shall provide the Director of Investigations (DOI) with a list of all licensed salons/shops.
2. The DOI will sort the list alphabetically, by zip code, in ascending order then subdivide the list based using zip codes into the five geographical regions within the Investigations Section: Northern Virginia, North Central Virginia, South Central Virginia, Southwest Virginia, and Tidewater Virginia.
3. From the five regional lists, the DOI will select shops/salons in consecutive order, request a case file from the Compliance and Resolution (CAR) Section for each selected shop/salon, and distribute the files to each Regional Supervisor on a monthly basis. The number of cases assigned to each region will depend upon current caseloads and available resources.
4. The DOI shall obtain a new list from the Board for Barbers and Cosmetology Executive Director every six months to ensure inclusion of new licensees in the random selection process.

Policy Title:	Compliance & Investigations Policy #800-03 Inspection for Board for Barbers & Cosmetology Licensees	Effective:	07/09/2009
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